

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 7<sup>th</sup> September 2016

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Neil Brooksbank (NB) Cate Hill (CH) Jill Iles (JI) Pam Pollard (PP) Graham Shrubsole (GS) Andy Thatcher (AT)</p> <p><b>School Officers</b> Katie Barnes (KB) (Acting Clerk)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies received and accepted from : Stuart Iles (SI) Heather Pickstock (HP) Mark Senior (MS) Dawn Perrett (DP)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b></p> <p>None declared</p>	
4	<p><b>A.O.B.</b></p> <ul style="list-style-type: none"> <li>• Welcome from ME and reflection on positive governors meeting with staff this afternoon.</li> <li>• Persimmon Homes</li> <li>• Staff matter</li> <li>• Holiday in term time</li> </ul> <p>Election of Chair and Vice Chair – PP proposed ME Chair (GS seconded). CH is standing down from Vice Chair due to personal reasons and time constraints. AT nominated for Vice Chair – All agreed to both. SC has left school – we will be recruiting a new staff governor – ME already circulated staff by email</p>	
5	<p><b>MINUTES OF MEETING – 20/07/16</b></p> <p>The minutes were accepted as a true and accurate record of the meeting.</p>	
6	<p><b>Matters Arising</b></p> <p>Pg1 CFR figures – ongoing. Pg 4 item 9 – through SIP – draft in October. Pg 4 item 10 – cladding expenditure need £42,090, carried forward £21,394. Devolved capital £43,584.</p> <p><b>Challenge Question:</b> What will be missed as a result? <b>Answer:</b> we would not be able to do other major work this year and are making efficiency savings within the school.</p>	

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	<p><b>Challenge Question:</b> Are we happy to continue to spend the money?  <b>Answer:</b> All agreed.</p> <p>ME wrote to JD – achieved.</p> <p><b>Question:</b> When do you want quality assurance around checking safeguarding files?  <b>Answer:</b> When convenient for PP.</p> <p><b>Challenge Question:</b> Safeguarding Audit – have all Governors had safeguarding training? Do we want to stipulate “all” or “most”?  <b>Answer:</b> PP recommends all Governors have training.</p> <p>PC proposed Educare online Child Protection in Education then Child Protection Refresher each year. JI and PP requested assistance with this perhaps at the same time as staff, to do online course.</p> <p><b>Agreed all Governors will complete safeguarding training.</b></p> <p>Workplan had been printed for Governors as requested.</p>	<p>Agree date for PP to check safeguarding files</p> <p>Arrange time for governors wanting assistance to complete course in school</p>
7	<p><b>Committee structure, membership, Terms of Reference</b></p> <p><b>Challenge Question:</b> Where does H&amp;S sit?  <b>Answer:</b> There is a staff committee on which the H&amp;S Governor also sits; matters are reported to Governors at Business Committee.</p> <p><b>Challenge Question:</b> We have a vacancy for a staff Governor and a co-opted. Could there be a staff member be in each category?  <b>Answer:</b> Yes</p> <p><b>Challenge Question:</b> Our terms of reference say that we have to review the staffing structure by the end of May. That may not always be possible to do?  <b>Answer:</b> The staffing structure is regularly reviewed, and at least annually.</p> <p>Noted to add ‘explore and if deemed appropriate look at MAT information’ to FGB Terms of Reference. <b>With change to FGB Terms of Reference unanimously agreed by Governors.</b></p>	<p>PC – amend wording in FGB Terms of Reference</p>
8	<p><b>Appointed Governors Business Committee</b></p> <p>Andy Thatcher – Chair (ME proposed, GS seconded)  Graham Shrubsole – Vice Chair (ME proposed, PP seconded)  Mike Evans  Philippa Clark  Stuart Iles</p>	

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	<p>Heather Pickstock</p> <p><b>Terms of Reference – unanimously agreed having taken out reference to Business Manager.</b></p> <p><b>Pupil Committee</b></p> <p>Neil Brooksbank – Chair (PP proposed, JI seconded)</p> <p>Pam Pollard – Vice Chair (NB proposed, JI seconded)</p> <p>Philippa Clark</p> <p>Jill Iles</p> <p>Mike Evans</p> <p><b>Terms of Reference – unanimously agreed</b></p> <p><b>Challenge Question:</b> Where does Safeguarding sit?  <b>Answer:</b> FGB.</p> <p><b>Pay Committee</b></p> <p>Mike Evans</p> <p>Stuart Iles</p> <p>Neil Brooksbank</p> <p><b>Terms of Reference – unanimously agreed</b></p> <p><b>Headteachers PMI</b></p> <p>Pam Pollard</p> <p>Andy Thatcher</p> <p>Mike Evans</p> <p>Pupil Voice – Jill Iles</p> <p>Safeguarding/QA/LAC – Pam Pollard</p> <p>Health &amp; Safety – Andy Thatcher</p> <p>E-Safety – Neil Brooksbank</p> <p>SEN – Mike Evans</p> <p>SWLC - tbc</p> <p><b>Challenge Question:</b> Can we have an update on what’s happening with SWLC?  <b>Answer:</b> Yes, at next meeting</p>	<p>LC to add SWLC as agenda item at next FGB</p>
9	<p><b>FGB to determine if safeguarding is required for all Governors</b></p> <p>See above – all to be trained.</p>	
10	<p><b>Instrument of Governance</b></p> <p>We would like an employer/solicitor as a governor. It was agreed to fill staff vacancy then look further afield.</p>	
11	<p><b>Freedom of Information Requests</b></p> <p>None this academic year. (Nil return)</p>	
12	<p><b>Governor’s Allowances</b></p> <p>Figures aligned with North Somerset employees. Childcare – adjusted in line with living wage and national minimum wage and added 40p (car)/21p</p>	<p>LC to revise Governors</p>

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	<p>(motorbike) for travel expenses.</p> <p><b>Unanimously agreed by Governors with these amendments</b></p>	<p>Allowance paperwork in accordance with meeting</p>
13	<p><b>Consultation on Staffing Structure</b>  Consultation has been held with staff and meeting with current Heads of Departments.</p> <p>Following staff feedback, it was agreed to move away from 4 departments to 3 departments.</p> <p>Option 3 – HOD and SLT most favourable. In line with current classes, but want to be objective with time allowances and make it clear that extra time could be given for set work/time specific. Also to account for in-year changes.</p> <p><b>Challenge Question:</b> Are staff with you on flexibility?  <b>Answer:</b> Yes with current structure.</p> <p>1 teacher noted option 4; this could cause high anxiety, especially for new Head of Department.</p> <p><b>Challenge Question:</b> Gap between KS3 and KS4 seems to be the issue.  <b>Answer:</b> All feedback means we've added an un-needed transition for KS3 – KS4, so this reduction would make it better for pupils.</p> <p><b>Challenge Question:</b> Why did we have 3 Hubs before?  <b>Answer:</b> Wanted more streamlined, high quality teaching in S&amp;C, wanted to share and develop middle leadership.</p> <p>SLT and staff are recommending option 3.</p> <p><b>Governors unanimously agreed to this option.</b></p> <p>PC to now go to external advert for January Secondary Head of Department.</p>	<p>School structure to move to 3 departments</p> <p>Advertise for HOD Secondary</p>
14	<p><b>Multi-Academy Trust</b>  PC explored different MAT from their websites to see if they are they committed to cross phase including special schools which is an important decision for us to work with.</p> <p>The meeting considered what benefit will it be if no other school are nearby to us? Would like commitment to local area. Some aspects tricky to find information.</p> <p>In MATs, there has to be a Head over all schools, eg Priory Chief Executive Headteacher and Head of Schools. Wellsway Executive Head is a substantive Head but Headteacher of each school. In others the Chief Executive is not Headteacher. This will influence our autonomy.</p> <p><b>Challenge Question:</b> Are we too slow starting?  <b>Answer:</b> There are a lot of schools at same place or some have not even started the journey. There is a North Somerset meeting on 23<sup>rd</sup> September to see if a North Somerset MAT is an option. PC feels we would like to</p>	

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	<p>express an interest. Gordano was suggested but is however committed to Portishead schools.</p> <p>South Glos Special Schools are exploring a MAT together. Questioned as to what advantage this will be to our pupils.</p> <p><b>Challenge Question:</b> What are North Somerset Special Schools doing?  <b>Answer:</b> Both are exploring own journeys, guided by their situations. Baytree Head is retiring and will depend on new Head. Westhaven will be influenced by their Ofsted report.</p> <p>All in agreement that Ravenswood explore Inspirational Futures, Trust in Learning and Wellsway Trust as well as any other options which arise such as North Somerset.</p>	<p>PC to arrange meetings with CEOs</p>
15	<p><b>Traded services consultation information for governing bodies</b>  The consultation was launched today. There will be a cut in the Education services Grant (ESG) from April with some (still uncertain) transitional arrangements.</p> <p>North Somerset LA is asking if schools are interested in a trading services arm and are looking to explore with neighbouring authorities. They want schools to commit, concerns are:</p> <ol style="list-style-type: none"> <li>1. Funding – how will special schools get more money following de-delegation of services?</li> <li>2. Overspend on High Needs pupils – top-up funding values may be hit.</li> <li>3. Traded service agreement – if exploring a MAT – which agreement will stand legally if signed up now before MAT decided.</li> </ol>	<p>PC to respond to Funding consultation</p>
16	<p><b>Financial Efficiency Workshops</b>  National opportunity, ME keen to attend however open to others to attend instead. Agreed that ME will attend.</p>	<p>ME to arrange to attend Financial Efficiency Workshop</p>
17	<p><b>Policies for Approval by FGB:</b>  - <b>North Somerset/Patch Law Policies adopted by school.</b>  Normally Ravenswood adopt all N Somerset HR policies. Patch Law, our HR providers, are drafting HR policies which maybe more appropriate and more efficient for the school.</p> <p><b>Challenge Question:</b> Will we see both?  <b>Answer:</b> Yes</p> <p>All agreed that Ravenswood will adopt North Somerset policies until Patch Law produced an alternative which might be better; we would then consider both to choose the best for the school.</p> <p>List of Model school Policies and Guidance for Schools Produced by North Somerset listed below:</p> <p>Appraisal &amp; Capability Policy</p>	

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	Allegations of Abuse Guidance Disciplinary Policy and Procedure Disclosure Policy Family Leave Policy Fixed Term Contract Guidance Flexible Working Policy Grievance Procedure Leave of Absence (School Appendix) Managing Attendance Policy Pay Policy Policy on Employment Costs for School Employees Suspended from Duty Probationary Policy Redundancy Policy Reference Policy Secondment Policy Social Media and Networking Policy Whistleblowing Policy.	
18	<b>Correspondence</b> None	
19	<b>AOB</b> <ul style="list-style-type: none"> <li>• Persimmon Homes – ME has applied regularly, £1000 donation towards cladding granted and formal presentation to be arranged.</li> <li>• Awaiting response from airport grant for £3,000, decision after the 9<sup>th</sup>.</li> <li>• Didn't get the Tesco bid.</li> <li>• ME to attend National College Course for Chairs of Governors heavily subsidised by DfE.</li> <li>• Request for holiday in term time. Agreed governor's policy of pupils with TUF Level 3 or 4, holidays would be authorised. This week we received letter from paediatrician requesting a lower levelled child to go on holiday. All agreed to follow governor's policy.</li> <li>• Code of Conduct was handed out for completion.</li> </ul>	<b>LC to arrange presentation</b>  <b>ME to re-apply for Tesco bid</b>
	<b>DATE OF THE NEXT MEETING</b> 4.45 pm Wednesday 19 <sup>th</sup> October 2016	
	<b>MEETING CLOSED AT 6.40pm</b>	

**SIGNED..... DATED .....**